

CACFP Annual Requirements

Annual Checklist

This file contains:

- ☐ Training Documentation for Staff Training
- ☐ HIPAA Documentation and Special Diet Statement Documentation
- ☐ Sanitarian's Report
- ☐ Parent Handbook
- ☐ Renewal Application with Letter of Approval from CACFP
- ☐ Contract with the Department of Public Health & Human Services
- ☐ Enrollment Forms – Located in separate binder
- ☐ Income Eligibility Forms – Located in separate binder

NON –PROFIT

- ☐ Board Chair Name, Home Address, Date of Birth
- ☐ Minutes of the board meetings

SPONSOR OF CENTERS

- ☐ Facility monitoring reports for the last 3 visits completed

Attach this Checklist to the Yearly File. Verify that each item is in the file at the end of the month.

Fill out year at top then cut out and attach the checklist to yearly folder.